

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

File#10672

CS-376
REV(11/01)

Description of Position	<p>Assistant Administrator,</p> <p>TITLE OF POSITION: <u>Financial Management</u> CLASSIFICATION CODE: <u>02644300</u></p> <p>SALARY RANGE: <u>(134A) \$56423-63962</u> REFERENCE POSITION NO.: <u>5415-10000-1772</u></p> <p>Department or Agency Name <u>TRANSPORTATION</u> APPLICATION PERIOD: <u>05/23/06-05/29/06</u></p> <p>Division/Section/Unit <u>Financial Management</u> /</p> <p>Assignment's) / Comments <u>NS WWK</u></p> <p>Shift and Days: <u>M-F</u> Job Location: <u>Two Capitol Hill/Providence</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: <u>Managerial</u></p> <p>There is* <u> </u> is not <u> X </u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></p> <p>* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. <u>R.I. Residency Required</u></p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To provide assistance in planning, developing and formulating the departmental budget, including both state and federal resources; to assist in the administration of those budgeted resources; and to assist in the coordination and preparation of the Capitol Development Plan. To report budget to actual information; to assist in the preparation of an annual fiscal plan which enables the allocation of resources in accordance with the Department's stated goals and objectives. To supervise operation of a business office as they relate to computer function and work flow of day-to-day activities. To do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: possession of a Bachelor's Degree in Business Administration with a major in Accounting and Finance; and Experience: Such as may have been gained through: employment in a responsible administrative position involving budgeting and financial control and federal reporting. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>RIDOT/DEM Human Resources Service Center Telephone #: <u>222-2572</u></p> <p>Two Capitol Hill, Room 214 TTY/TDD #: <u>222-4971</u></p> <p>Providence, RI 02903-1124 (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">   </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER